

APPLICATION ORGANIC HANDLER CERTIFICATION

4102

NOTE: The entire certification process takes approximately 90-120 days.

CONTACT PERSON					
BUSINESS NAME					
MAILING ADDRESS					
CITY	STATE			ZIP	
PRIMARY PHONE NUMBER		LAITERN	JATE PHONE NUM	MRER	
	ALTERNATE PHONE NUMBER				
FAX NUMBER	EMAIL ADDRESS				
PHYSICAL LOCATION OF FACILITY (A separate application is needed	d for each f	acility.)		COUNTY	
CITY		STA	TE	PHONE	
Application Fees		·			
Gross Revenue Fee Gross R \$0- \$50,000 \$200 \$750,001- \$50,001- \$75,000 \$250 \$1,000,001- \$75,001- \$100,000 \$330 \$1,250,001- \$100,001- \$200,000 \$440 \$1,500,001- \$200,001- \$300,000 \$550 \$2,000,001- \$300,001- \$400,000 \$660 \$2,500,001- \$400,001- \$500,000 \$770 \$3,000,001- \$500,001- \$750,000 \$990 \$4,000,001- Application fees are based on an estimate of the curorganic products. Please find your fee in the table as	\$1,000 \$1,250 \$1,500 \$2,000 \$2,500 \$3,000 \$4,000 \$5,000	,000 ,000 ,000 ,000 ,000 ,000 ,000		\$6,000,001- \$7,000 \$7,000,001- \$8,000 \$8,000,001- \$9,000 \$9,000,001- \$10,000 Over \$10,000,000	0,000 \$5,500 0,000 \$6,600 0,000 \$7,700 0,000 \$8,800 0,000 \$9.900 \$11,000
Estimated calendar year gross revenue (sales and/or service fees) of organic products.			Applicati + "New /	on Fee: Applicant" Fee: fundable)	\$100
\$ <u></u>			= Total F	Fee Enclosed	
Agreement [The person signing the application must be authorized to represent the firm.] I (We) [Business Name] depose and say that I (we) will fully comply with the statute and rules for the handling of organic products at this facility.					
Signature of Representative				Date	
Print Name Title					
SEND APPLICATION AND FEE TO: Washington State Dept of Agriculture PO Box 42591 Olympia WA 98504-2591	Note: All	busine	RCW 6	pank will be charged a handli 62A.3.51(a) and 62A.3.520) Information submitted or collectic inspection and copying (RC	cted is confidential



NAME:	COUNTY:
BUSINESS NAME:	
A. GENERAL INFORMATION	
Year company began:	Year first certified:
Name of person overseeing organic production:	
Are employees trained on organic handling/processing require	
If "Yes", please describe the training process.	
Has your business applied for certification previously? ☐ Yes	□ No
If "Yes", list the certifier, the year the application was made	e, and the outcome of the application:
Have you ever been denied certification? ☐ Yes ☐ No	
If "Yes", please describe the circumstances.	
List current organic certification by other agencies:	
Preferred time and season for inspection visit:	☐ Afternoon Season:
B. HANDLER CATEGORIES (If you are a processor	or, please move on to section "C".)
Please indicate which categories apply to your business. Che	ck all categories that apply.
Packer	,
A packing operation receives raw agricultural products armay not take title to the product. A packer may be involv Repacker	
A repacker receives packed or packaged products, remonot sort the product, and repacks the product for sale in each	
Distributor	reducte usually from chippers, processors, or other
A distributor receives packed or processed agricultural products distributors, and sells or distributes those products to pro	ocessors, other distributors or retail stores. Distributors may
or may not take title to the product. Warehouse	
A warehouse receives and stores products. A warehous	e does not take legal title to the product. A warehouse
does not open product containers, mix, combine, or othe	
Broker A broker acts as an agent for others in negotiating a sale	es contract. A broker may or may not take legal title to the
product.	o contact in a contact may be may not take logal and to and
Retailer A retailer is a husiness operating from an established pla	ace of husiness that salls food products directly to
A retailer is a business operating from an established pla consumers. If you plan to apply for certification for part of you plan to get certified:	of your retail business, please indicate which departments
Other:	



C. CERTIFICATION VERIFICATION

Do you have organic certificates that cover all of the organic products that you handle/process? ☐ Yes ☐ No					
How often are the certificates updated? Monthly Yearly Other Assault of the contificates from USDA Accordited Opposis Certification According Contification According Contification Continue Contin					
Are all of the certificates from USDA Accredited Organic Certification Agencies? Yes No No No you obtain valid organic certificates from USDA Accredited Organic Certification Agencies prior to processing new					
products? Yes No					
D. HARVEST AND TRANSPORTATION					
Are you responsible for harvest or transportation of organic product(s)?					
Are you responsible for hauling the organic product(s) from the field to your facility? Yes					
Explain how containers of organic products are identified at receiving. Are they labeled as organic when they are					
received? Do they have an identity code or lot code? ☐ N/A (Not Applicable)					
Does the Bill of Lading or other transportation document clearly indicate that the product is organic? 'Yes No N/A If you use bulk trucks to haul product, what measures do you take to protect the integrity of the organic products? (Check those that apply to your facility). N/A No bulk product received.					
☐ Use clean truck affidavits ☐ Clean containers prior to harvest - Is this documented? ☐ Yes ☐ No ☐ Other					
E. RECEIVING AND STORAGE					
Does this facility receive or store organic product? ☐ Yes ☐ No (If "No", do not complete this section.)					
Are non-organic products processed at your facility? ☐ Yes ☐ No					
What records do you keep upon receipt of organic product into your facility? (Check those that apply.)					
□ Bill of lading □ Invoice □ Scale ticket □ Receiving ticket □ Other					
Is an internal lot code assigned at the time of receipt? ☐ Yes ☐ No					
If "Yes", describe the lot numbering System.					
Do you receive bulk product? ☐ Yes ☐ No					
If "Yes", is the incoming organic bulk product storage area clearly identified as organic? ☐ Yes ☐ No					



F. PROCESSING, PACKING, OR REPACKING Does this facility process, pack, or repack organic product(s)? \(\sigma\) Yes \(\sigma\) No (If "No", do not complete this section.) What records are kept when you process, pack or repack organic products? (Check those that apply.) ☐ Daily production log ■ Waste log □ Cleaning of lines ☐ Shift production log □ Shrinkage log Other ■ QC report ☐ Daily production tally ☐ Product specification sheet ☐ Chlorine levels Do you clean the lines prior to processing/packing organic products? Yes No N/A (Not Applicable) If "Yes", please list the cleansers and sanitizers that are used on food bearing surfaces. Material (Complete Name) Application and Use (Explain how the material is used, what it is used on, and how often it is used.) Could any cleanser or sanitizer contaminate the organic product(s)? ☐ Yes ☐ No ☐ N/A (Not Applicable) Are quaternary ammonium compounds used for sanitizing food-bearing surfaces? ☐ Yes ☐ No ☐ N/A If "Yes", what steps are taken to insure that they do not leave any residues on the organic food bearing surfaces? Are post harvest materials used in your facility? ☐ Yes ☐ No If "Yes", list the post harvest materials in the table below. Include waxes, atmospheric gases, fungicides, sanitizers and cleansers used in process water and any other material that could contact the food products. **Used during Application and Purpose Product (Complete Name)** organic packing?



G. WATER AND STEAM

Is <u>water</u> used in the processing,	packing, or repacking of organic product	s? • Yes • No (If "No", do not complete this		
section.)				
What is the water source at your facility?				
Is chlorine used in wash water o	r flume water? ☐ Yes ☐ No ☐ N/A	(Not Applicable)		
	ed at 50 ppm or below? ☐ Yes ☐ No			
ls it followed by a potable wa	ater rinse? □ Yes □ No			
• •	ocessing, packing, or repacking of organic	c products? ☐ Yes ☐ No		
If steam has direct contact with o	organic products, do you use: 🔲 N/A 🐧	No direct contact		
☐ Steam filters ☐ Conde	nsate traps Other			
List products used as boiler add	itives:			
•	vation strategies at your facility? Yes			
H. PACKAGING				
Does this facility package organi	ic product(s)? ☐ Yes ☐ No (If "No", d	lo not complete this section.)		
What type(s) of packaging mate	rials do you use? (Check all that apply.)			
☐ Paper	☐ Glass	☐ Aseptic		
☐ Cardboard	☐ Metal	☐ Synthetic fiber		
☐ Wood	☐ Foil	□ Natural fiber		
☐ Plastic	□ Waxed paper	☐ Other		
Are packaging materials food gr	ade? □ Yes □ No			
Are packaging materials free of	prohibited materials? □ Yes □ No			
Are packaging materials recycla	ble? □ Yes □ No			
Are packaging materials returna	ble? □ Yes □ No			
Is organic identity clear on all pa	ckaging and labeling? □ Yes □ No			
Describe how you identify pa	ackaging as organic.			



☐ Yes ☐ No Describe how partial pallets/boxes/drums/etc. of organic products are processed. ☐ N/A (Not Applicable)				
		, , ,		
I. STORAGE AND SHIPPING	3			
Does this facility store or ship organ	ic product(s)? ☐ Yes ☐ No (If "No", do no	ot complete this section.)		
, ,	es documents do you maintain? (Check all th	,		
□ Pallet/tote ticket	☐ Purchase/sale order	☐ Other		
☐ Picking ticket	☐ Bill of lading			
☐ Warehouse inventory	☐ Sales invoice			
•	e product as organic? ☐ Yes ☐ No			
,	ts?			
☐ Yes ☐ No	ed atmosphere rooms on a separate air supp	oly from rooms that contain treated fruit?		
☐ Yes ☐ No J. PEST MANAGEMENT		oly from rooms that contain treated fruit?		
☐ Yes ☐ No J. PEST MANAGEMENT What type of pest management sys				
☐ Yes ☐ No J. PEST MANAGEMENT What type of pest management sys ☐ In-house - Name of responsi	tem do you use?	Phone:		
☐ Yes ☐ No J. PEST MANAGEMENT What type of pest management sys ☐ In-house - Name of responsi ☐ Contract service - Name:	tem do you use? ble person:	Phone:		
☐ Yes ☐ No J. PEST MANAGEMENT What type of pest management sys ☐ In-house - Name of responsi ☐ Contract service - Name:	tem do you use? ble person:	Phone:		
☐ Yes ☐ No J. PEST MANAGEMENT What type of pest management sys ☐ In-house - Name of responsi ☐ Contract service - Name: ☐ What type of pest problems have yo	tem do you use? ble person: ou had?	Phone: Phone:		
☐ Yes ☐ No J. PEST MANAGEMENT What type of pest management sys ☐ In-house - Name of responsi ☐ Contract service - Name: What type of pest problems have you ☐ None ☐ Flying insects	tem do you use? ble person: bu had? Crawling insects Rodents	Phone: Phone: Phone:		
☐ Yes ☐ No J. PEST MANAGEMENT What type of pest management sys ☐ In-house - Name of responsi ☐ Contract service - Name: What type of pest problems have you ☐ None ☐ Flying insects	tem do you use? ble person: bu had? Crawling insects Rodents	Phone: Phone: Phone:		
☐ Yes ☐ No J. PEST MANAGEMENT What type of pest management sys ☐ In-house - Name of responsi ☐ Contract service - Name: What type of pest problems have you ☐ None ☐ Flying insects What monitoring techniques are use ☐ Pheromone traps	tem do you use? ble person: ou had? Crawling insects Rodents ed to monitor pests?	Phone: Phone: Phone: Phone: Other Other Other Phone: Product contamination Other Phone:		
☐ Yes ☐ No J. PEST MANAGEMENT What type of pest management sys ☐ In-house - Name of responsi ☐ Contract service - Name: What type of pest problems have you ☐ None ☐ Flying insects What monitoring techniques are use ☐ Pheromone traps	tem do you use? ble person: ou had? Crawling insects Rodents d to monitor pests? Product sampling	Phone: Phone: Phone: Phone: Other Other Other Phone: Product contamination Other Phone:		
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☐ Yes ☐ No J. PEST MANAGEMENT What type of pest management sys ☐ In-house - Name of responsi ☐ Contract service - Name: What type of pest problems have yo ☐ None ☐ Flying insects What monitoring techniques are use ☐ Pheromone traps What preventative and/or managem ☐ Good sanitation	tem do you use? ble person: u had? Crawling insects Rodents ed to monitor pests? Product sampling nent methods are used to control pests inside	Phone: Phone: Phone: Other Other your facility? Crack and crevice sprays*		
☐ Yes ☐ No J. PEST MANAGEMENT What type of pest management sys ☐ In-house - Name of responsi ☐ Contract service - Name: What type of pest problems have you ☐ None ☐ Flying insects What monitoring techniques are use ☐ Pheromone traps What preventative and/or managem ☐ Good sanitation ☐ Sealed doors/windows	tem do you use? ble person: u had? Rodents Product sampling nent methods are used to control pests inside Removal of exterior habitat/food sources	Phone: Phone: Phone: Other Other Crack and crevice sprays* Insecticidal sticky strips/traps*		
☐ Yes ☐ No J. PEST MANAGEMENT What type of pest management sys ☐ In-house - Name of responsi ☐ Contract service - Name: What type of pest problems have you ☐ None ☐ Flying insects What monitoring techniques are use ☐ Pheromone traps What preventative and/or managem ☐ Good sanitation ☐ Sealed doors/windows ☐ Air curtains	tem do you use? ble person: u had? Crawling insects Rodents d to monitor pests? Product sampling nent methods are used to control pests inside Removal of exterior habitat/food sources Bait/baited traps*	Phone: Phone: Phone: Other Other Crack and crevice sprays* Insecticidal sticky strips/traps*		
☐ Yes ☐ No J. PEST MANAGEMENT What type of pest management sys ☐ In-house - Name of responsi ☐ Contract service - Name: What type of pest problems have you ☐ None ☐ Flying insects What monitoring techniques are use ☐ Pheromone traps What preventative and/or managem ☐ Good sanitation ☐ Sealed doors/windows ☐ Air curtains ☐ U.V. light insectocutors ☐ Sticky traps	tem do you use? ble person: u had? Crawling insects Rodents ed to monitor pests? Product sampling nent methods are used to control pests inside Removal of exterior habitat/food sources Bait/baited traps* Fogging*	Phone: Phone: Product contamination Other Other Cyour facility? Crack and crevice sprays* Insecticidal sticky strips/traps* Other		



K. STANDARD OPERATION PROCEDURES

Does your facility have Standard Operation Procedures for processing organic products? \square Yes	□ No
If "Yes", please attach a copy of these operating procedures to this Organic Processing System	Plan.
L. QUALITY ASSURANCE	
Do you have a Quality Assurance program in place? ☐ Yes ☐ No	
If "Yes", what program do you use? ☐ American Institute of Baking ☐ Total Quality Manager	ment
☐ Hazard Analysis of Critical Control Points ☐ Other	
Do you have a product recall system in place? ☐ Yes ☐ No	
If "Yes", please describe.	

M. FLOW CHART / CHAIN OF CUSTODY

Provide a flow chart that outlines the flow of organic product through the facility. Include receiving, initial storage, processing procedures, final packaging, and storage.



ORGANIC HANDLER CERTIFICATION PRODUCT(S) LIST

DISTRIBUTORS, RETAILERS, WAREHOUSES, AND BROKERS

Distributors, Retailers, Warehouses, and Brokers must submit a list of their products. This list can be in the form of a catalog, price sheet, or other format as long as it is a complete list of all products that make an "organic" claim on the label.

PACKERS AND RE-PACKERS

Packers and Re-packers must submit the following items prior to receiving organic certification.

- 1. Product List
- 2. Label

PRODUCT LIST

List all organic products your business sells, offers for sale, stores, packs or cleans. If you handle organic apples and/or pears, please include the varieties of apples and/or pears. Specify the supplier of each organic product listed. If you have multiple suppliers for each product, list all of the suppliers.

Organic Products	Supplier of Product
Ex. 1: Organic Gala Apples	Granny's Orchard
Ex. 2: Organic Rye Flour	Open Prairie Farm; Organic Grain Dealers
Ex. 3: Organic Pineapple Juice	Tropical Paradise Farms; Florida Distributing

LABELS

Submit a copy of your organic labeling for review. Attach a copy of your labeling to this sheet or sketch a rough draft of your proposed labeling. Labeling means all labels and other written, printed or graphic material on any container or wrapper, including tags on bulk items leaving the facility.

NOTE: Supplier certificates for the above listed products must be obtained, kept on file at your facility, and be available for inspection in order for your products to become certified.

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